Logging on to the Dell Computer

1. Turn on the computer and monitor.
2. At the Welcome to Windows window press ***Ctrl-Alt-Del***.
3. Student Log-on
   a. ***User name***: enter your first name-last name (no spaces)
   b. ***Password:*** enter the last four numbers of your student ID number
   c. Log on to: should be ***PGCPS*** (use the black triangle to choose this if it says something else)

   Ex. Name: *john-smith*
   Password: *xxxx*
   Log on to: *PGCPS*
4. Teacher Log- on
   a. ***User name:*** enter your email log on, usually first name**.**last name (no spaces)
   b. ***Password***: enter your email password
   c. Log on to: should be ***PGCPS*** (use the black triangle to choose this if it says something else

   Ex. Name: *john.smith*
   Password: *xxxxx*
   Log on to: *PGCPS*

Printing from the Dells

1) Click on ***Start,*** go to ***Setting***, then to ***Printers***. (**Windows 2000) <u>or</u>** Click on ***Start***, go to ***Printers and Faxes***. (**Windows XP)**
2) ***Double Click*** on ***Add Printer***. Click ***Next***.
3) Select ***Network Printer***. Click ***Next***.
4) Select ***Find a Printer in the Directory***. Click ***Next.***
5) In the ***Name*** box, type **<u>one</u>** of the following printers:
   - **Laurel Computer Lab**
   - **Hardy Computer Lab**
6) Click on ***Find Now***
7) When the computer you searched for appears in the lower area of the window, ***double click on it*** to ***select*** your printer.
8) Click ***Next***, then ***Finish***.
   You are now ready to print your document.

You will need to repeat this <u>at each</u> different computer you

Problems??
See Ms. Simmons or Ms. Swartz in Room 209

Connecting to the Internet

1. Double click on the Internet Explorer icon
2. If a large blue question mark appears when Internet Explorer opens, follow these steps:
   - Go to the ***Tools*** menu, drag down to ***Internet Options***
   - Click on the ***Connections*** tab (top of window)
   - Click on ***Lan Setting*** (toward bottom of window)
   - Click in box in front of ***Use a Proxy Server***
   - Click in the **Address** box; type the following:
     cache.laurelhs.pgcps.org
   - Tap the ***Tab*** key; in the Port box, type **80**
   - Click ***OK*** in both places it appears.
   - Close the Internet, then reopen it. Enter a website and tap ***Enter***. If your site does not open, repeat the above process.

You will need to repeat this at each computer you use.

All students must have Internet Permission

A new form must be signed each year

- Students must have an ***Internet Sticker*** on the back of their ID in order to use the Internet at any computer in the school.
- See Ms. Swartz in Room 209 to get a sticker.
- Students and a Parent/Guardian must sign the

Logging Off the Computer

It is IMPERATIVE all teachers and students LOG OUT after using the computer.

1. Save your work, close all programs.
2. Tap ***Ctrl-Alt-Del***. Click on the ***Log Off*** button.
3. Click on ***Yes*** to conform your log off.